

~~CONFIDENTIAL~~

24 June 1954

ATTN : Chief, Management Staff
Assistant Management Officer (ID/I Area)

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Office of Collection and Dissemination Mission and Functions

1. Attached as Tab A are statements of the mission and functions of OCD through the Branch level, which represent my understanding of the present status of OCD operations. These statements were prepared on the basis of prior knowledge of OCD operations and were not the result of a management audit.

2. Attached as Tab B are draft statements prepared in January 1954 by the Operations Staff, OCD. Our final agreement with OCD was to the effect that the Management Staff would review these statements for proper coverage and emphasis and write final statements in conformity with Agency standards of language and format.

3. Attached as Tab C are several recommendations for future Management action in OCD.

4. If feasible at this time, a complete management audit should be made of OCD, using Tab A as a guide and check list. Otherwise, Tab A should be coordinated in OCD with Chiefs of Staffs, Divisions and Branches through the Executive Officer/OCD, and issued as the official statements.

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3 Enclosures

Tab A - Statements of Mission
and Functions

Tab B - Draft Statements

Tab C - Recommendations

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Office of Collection and Dissemination

MISSION

The Assistant Director for Collection and Dissemination is responsible for providing reference facilities on basic and specialized intelligence, coordination and servicing of collection requirements, and dissemination of intelligence materials to CIA and other IAC agencies.

FUNCTIONS

Within its field of responsibility, the Office of Collection and Dissemination shall:

1. Provide central reference service for rapid selection of pertinent information from all available basic intelligence material in support of intelligence production activities.
2. Provide specialized intelligence support in the form of biographic data, industrial data, photographs and motion picture films in support of intelligence production activities.
3. Develop, coordinate and implement policies and procedures for the dissemination of foreign positive intelligence, in accordance with current requirements, to CIA and other IAC agencies.
4. Coordinate requirements for specific collection action and assign them to the appropriate collection agencies.
5. Provide information on international conferences and trade fairs to CIA and other IAC agencies.
6. Implement the CIA Classification Control and Top Secret Control policies and procedures in all components of the Agency.

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7. Conduct research, design and develop machine methods and equipment in support of the intelligence activities of the Agency, in collaboration with the Management Improvement Staff.

8. Conduct operational liaison with all components of the Agency and other Government agencies and departments in the execution of the above mission and functions.